

	
<b>Code of Conduct for meetings</b>	<b>Date: March 2026</b>
	<b>Monitor: Annually</b>
	<b>Review: March 2029</b>

### Code of conduct for meetings:

- 1 Participate in activities in a respectful, inclusive and positive way.
- 2 Show respect, courtesy and consideration to everyone.
- 3 Observe strict confidentiality regarding organisational and members' personal information.
- 4 Avoid all forms of discriminatory behaviour in regard to nationality, ethnicity, race, gender, sexuality, culture, religion, age and mental or physical disability.
- 5 Do not engage in behaviour that is inappropriate, disruptive or intimidating.
- 6 Everyone should have a chance to speak within the group. It is helpful to encourage others and to ensure that no one person monopolises the discussion.
- 7 On-line meetings:
  - i The host should check that all invitees have the relevant link and arrange access to the meeting when requested.
  - ii Join the meeting on time and check that your name is showing
  - iii Please **mute** your audio when you are not speaking.
  - iv Be courteous, and don't interrupt the speaker. Use the relevant icon to show that you wish to speak. Use the Chat function.
  - v Be **explicit** and **animated** about **non-verbal** communication. Nodding; thumbs up; hand-raising. Use icons appropriately
  - vi Minimize distractions and be present by putting away phones, closing unrelated work, closing the door, etc.
  - vii Improve clarity by speaking **deliberately**, use **good lighting** (behind your camera), test **audio equipment**. Check that any backgrounds do not interfere with the view of you.
- 8 Follow the Sheffield U3A Grievance Policy & Procedure **if dissatisfied**, and abiding by decisions thus made.